

1. Job description for vacant trustee positions

You will use your skills, experience and commitment to the aims of Family Rights Group to play a significant and constructive role on the Board of Trustees, to the great benefit of the charity.

A. You will play a significant role on the management board, providing leadership, strategic direction and displaying a commitment to the financial viability of the organisation. You will work with other trustees, taking a significant role in at least one of the following areas:

- development of child welfare policy and practice, drawing upon the experiences of children and families;
- campaigning, lobbying and marketing;
- strategic and financial planning;
- fundraising, including membership of the fundraising sub-committee;
- human resources, including having a lead role on any staff/management working groups considering personnel procedures and functions.

In addition the Treasurer will work closely with the Finance and Office Manager and Company Secretary to ensure we report our management and annual accounts accurately and are legally compliant. The Treasurer is also expected to sign off monthly expenditure.

B. As a member of the board you will:

- determine the charity's mission and purpose;
- guard the charity's ethos and values;
- develop and agree the charity's long term strategic plan;
- develop and agree the charity's policies;
- ensure that all the charity's activities are within the law;
- ensure that all the charity's activities come within its charitable objectives;
- ensure accountabilities as required by law (including the Charity Commission and Revenue and Customs) and to others such as donors, beneficiaries, staff, and the general public;
- ensure accountability to the Registrar of Companies, as required by law;
- ensure the charity has adequate reserves;
- ensure the charity's property, assets and other resources are protected and managed effectively;
- monitor the charity's programme and services;
- contribute to an annual review of the performance of the board of trustees;
- establish procedures for recruitment, support, appraisal of staff and for dealing with disciplinary matters;

- ensure equal opportunities is an integral part of all the charity's activities and employment practices;
- Support senior staff in the running of the charity.

C. To be an effective trustee you must be:

- prepared to give the necessary time for reading board papers;
- attend board meetings (held every two-three months from 5-7:30pm in London)
- keep yourself informed about the charity's activities and up to date with regulations, charity law and where appropriate, company law and best practice recommendations.

D. It is desirable that trustees have the time and are willing to:

- serve on project advisory boards as necessary;
- serve on a standing sub-committee or temporary working groups as necessary.

2. Personal specification for vacant trustee positions

A. You will demonstrate:

- a commitment and understanding of Family Rights Group
- an understanding of the legal duties, responsibilities and liabilities of being a Trustee
- good judgement and independent thinking
- the ability to gain the respect of your peers
- good communication skills
- experience of working as part of a team/committee
- being a team player who works co-operatively with others

B. You will have substantial knowledge and/or **experience in at least one** of the following areas:

- You are a parent or kinship carer with experience of children social care services¹
- You have significant press and media, events management and/or marketing experience
- You have fundraising experience
- You are an academic specialising in human rights, child welfare and/or family law.
- You are a very experienced senior manager in children's services.

¹ It is important that you also read our service users' involvement policy –it explains the importance of service user involvement in our work but also some restrictions as to who can sit on the Trustee Board

- You are a judge/lawyer/barrister specialising in human rights, childcare and/or family law.

The initial term of office for a Trustee is three years, with a possible further term of three years, subject to re-election.

3. Code of conduct

A. By becoming a trustee you are agreeing to adherence to the following principles:

Selflessness

Trustees of Family Rights Group have a general duty to act in the best interests of Family Rights Group as a whole. They should not do so in order to gain financial or other material benefits for themselves, their friends or the organisation they come from or represent.

Integrity

Family Rights Group's trustees:

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Family Rights Group's trustees should ensure that decisions are made solely on merit.

Accountability

Family Rights Group's trustees:

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in Family Rights Group;
- Are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to whatever scrutiny is appropriate to their role.

Openness

Family Rights Group's trustees:

- Should ensure that confidential material, including material about individuals, is handled with due care;
- Should be open about the decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

Family Rights Group's trustees:

- Have a duty to declare any interests relating to their trustees' role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflicts with their trustee duties, he/she must resolve this conflict in favour of the trustee role;
- Must make relevant declaration of interest in the different circumstances and roles they play both within and outside Family Rights Group.

Leadership

Family Rights Group's trustees:

- Should promote and support the principles of leadership by example:
- Should respect the role of the Chief Executive.
- There will be circumstances under which trustees will be working directly with Family Rights Group's staff. Guidelines for such working relationships must be clear to both staff and trustees and, when these occasions arise, the Chief Executive/Chair should be informed in advance.

B. Conflicts of interest

- Any trustee who has a financial interest in a matter under discussion, should declare the nature of his/her interest and withdraw from the room, unless he/she has a dispensation to speak.
- If a trustee has any interest in the matter under discussion which creates a real danger of bias, that is, the interest affects him/her, or a member of his/her household, more than the generality affected by the decision: he/she should declare the nature of the interest and withdraw from the room, unless he/she has a dispensation to speak.
- If a trustee has any other interest which does not create a real danger of bias, but which might reasonable cause others to think it could influence the decision, he/she should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if he/she wishes.
- If in any doubt about the application of these rule, he/she should consult with the Chair
- Trustees' interests will be listed in a register.

4. Code of Conduct - Declaration Form (Please return completed form to Family Rights Group with your application)

Please note failure to answer truthfully any of the sections in this form will preclude membership of the Board

Section 1.

All Trustees are required to declare compliance with the law along the following lines:

I declare that:

- I am over age 18.
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commissioners
- I am not under a disqualification order under the Company Director's Disqualification Act 1986.
- I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of Family Rights Group in good faith and in accordance with the law and within Family Rights Group's objectives including the Code of Conduct
- I do not have any financial interests in conflict with those of Family Rights Group (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify such interest at any meeting where trustees are required to make a decision which affects my personal interest, and I will absent myself entirely from any decision on the matter and not vote on it.

Signature:

Print

Date:

Section 4 Disqualification Disclaimer

Generally speaking, anyone over the age of 18 can be a Trustee. However, some people are legally disqualified from continuing to be, or from becoming a Trustee. We ask you to complete the form below in order to process your application to become a Trustee.

I declare that:

- I am over 18
- I am not an un-discharged bankrupt
- I have not previously been removed from trusteeship of a charity by a court of the Charity Commission

- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I am, in light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a Trustee of Family Rights Group in good faith and in accordance with the law and within the objectives/mission of Family Rights Group
- I do not have any financial interests in conflict with those of Family Rights Group (either in person or through family or business connections) except for those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where Trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it

Section 5

Because of the nature of the sector in which Family Rights Group is engaged we require you to give details of any convictions (spent or unspent). This sector falls within the proscribed exemptions of the Rehabilitation Act 1974. Do you have any unspent convictions and spent convictions? Perhaps you do. Always a danger of making assumptions!

Section 4

Please state if there are circumstances that you are aware of that could put the organisation at risk of disrepute, as a result of your serving as a trustee.

Section 5 – Disclosure and Barring Service checks

Please note all successful applicants for trustee positions will be required to undergo Disclosure and Barring Service checks.

Signed.....

Date.....

